STATE Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

GEORG I	A RECORDS DISPOSITION STANDARD	RECORDS MANAGEMENT DIVISION
1 . Application Date	INSTRUCTIONS: See separate instructions for completion of	•
7-19-72	front and reverse of this form. Sign original and two copies	
2 Agency Application No.	and forward to Department of Archives and History, Attention:	JUL 25 1972 206 JUL 26 1872
3 AGENCY, Division, Subdivision &	Records Nanagement Officer.	Li Person to Contact
		A rerson to Contact
Department of Hun		Mrs. Mathieson
47 Trinity Ave.,		5 Working Title 6 Tel. To.
Atlanta, Georgia	30334	Chief of Medical 656-4453
7.ACTION REQUESTED		Eligibility Unit
ESTABLISH DI	SPOSITION STANDARD; DISP	OSE OF PRESENT ACCUMULATION:
		URTHER ACCUMULATION ANTICIPATED
8 Inclusive Dates	Q EXACT SERIES TITLE	
~ ·		
1968 - 1971	Deceased and Old Age Assistand	ce Files
10. What function performed resulted	in creation of this series	
One hundred and f	fifty-nine county, departments submit m	
State Medical Rev	view Team to determine disability factor	nedical and social data to
application for A	APTD. Involved in this is review of the	e medical and social data as
related to the cl	lients disability. Cases are reviewed a	and ruled as to medical eligibility.
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DESCRIPTION OF SERIES - Include	Form No. & Form Title, if any	and the second of the second o
T. T. •	, and the second se	ing the state of t
This file consist	s of Dead and Old Age Assistance Cases	
alphabetically by	case.	
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		ting the second of the second
12. EQUIPMENT OCCUPIED	No. of Drawers Cu. Ft. of Records	Ro. of Drawers Cu. Pt. of Records
		TOTAL TOTAL OF RECORD

L								
12.	EQUIPMENT OCCUPIED	No. of Dravers	Cu. Ft. of Records		lo. of	Drawers	Cu. Pt.	of Records
<i>(</i>	Letter-size File Drawers		:	ABRUAL RATE OF ACCUMULATION		ī	10)
	Legal-size File Dravers			Floor Space Occupied (Square Feet)	In Of	fice(s)	In Stora	ge Ares(s)
1.	Records Center Boxes		28	By Annual Accumulation	This Year's	Last Year's		All Prior Years'
		<u> </u>	20	AVERAGE DAILY REPERENCES	0	less than	ماد المالم	less than1

Porm: AR-50-71

	QUESTIONNAIRE Place an	"x" in the proper column. If answer is "YES," please explain	YES	NO
13.	Is this the Record O	Copy of the series?	k]	[]
14.	Is there a duplicati In the 159 County o		k]	[]
15.	· · · · · · · · · · · · · · · · · · ·	contained in this series ever summarized or published?	[]	k)
16.		tain classified information requiring security handling?	k]	[]
17.		ument policies and procedures of agency's operation or function?	¥]	[]
18.	Could the function b	be performed if the files were lost or destroyed?	k)	[נ]
19.	Is the series (or mag	ajor portion of it) regularly microfilmed? If yes, why?	[]	k]
20.	Does the record seri	ies provide data as input to an EDP file?	[]	k]
21.	Does the record seri	ies contain documentation produced as EDP printout?	[]	¥]
22.			<u></u> []	[]
23.	Only indirectly in Will there be a need	that HEW sets guidelines for and to disabled policies of for these records 10, 15 years from now? If yes, what?	[]	k]
24.	REQUIREMENTS. The f	following requires the files to be kept1 (one) years:	<u> </u>	
a.	LAW LIMITAT	E OF c.[]AUDIT d.[]FEDERAL e. AADMINISTRATIVE f.[]HISTOR FION PERIOD LAW DECISION VALUE aw, Statute, or other reason for the retention requirement)	RICAL	,
٠				
	Mar Charles Toom M	fakt danan		
25	Mrs. Charlie Jean M		he e	n đ
25.	AGENCY RECOMMENDATIO	Mathieson ONS. This agency recommends that the file series be cut off at to the series be cut off at the series be cut of the series at the series at the series be cut of the series at the se	the e	
25.	AGENCY RECOMMENDATIOn of each -[x]CALENDAR A.[x]Destroy immediate B.[]Hold in current	ONS. This agency recommends that the file series be cut off at to R YEAR -[]FISCAL YEAR -[]OTHER tely after cut off. rent files area month(s)/ year(s), then:		
25.	AGENCY RECOMMENDATIOn of each -[x]CALENDAR A.[x]Destroy immediate B.[]Hold in current l[]Destroy l[]	ONS. This agency recommends that the file series be cut off at to R YEAR -[]FISCAL YEAR -[]OTHER tely after cut off. rent files areamonth(s)/year(s), then: stroy. []Transfer to records center; holdyear(s), then:		
25.	AGENCY RECOMMENDATIOn of each -[x]CALENDAR A.[x]Destroy immediate B.[]Hold in current l[]Destroy l[]	ONS. This agency recommends that the file series be cut off at to R YEAR -[]FISCAL YEAR -[]OTHER tely after cut off. rent files area month(s)/ year(s), then: stroy.		
25.	AGENCY RECOMMENDATIOn of each -[ACALENDAF A.[ADestroy immediate B.[]Hold in current left []Destroy 2 []	ONS. This agency recommends that the file series be cut off at to R YEAR -[]FISCAL YEAR -[]OTHER tely after cut off. rent files areamonth(s)/year(s), then: stroy. []Transfer to records center; holdyear(s), then: a []Destroy. b []Transfer historical material to Archives; destroy remainder.		
25.	AGENCY RECOMMENDATIOn of each -[x]CALENDAR A.[x]Destroy immediate B.[]Hold in current 2 []Destroy 2 []Hold in current	ONS. This agency recommends that the file series be cut off at to R YEAR -[]FISCAL YEAR -[]OTHER tely after cut off. rent files area month(s)/ year(s), then: stroy. []Transfer to records center; hold year(s), then: a []Destroy. b []Transfer historical material to Archives; destroy remainder. stroy after audit (or year(s) after audit). files area indefinitely.	,the	n:
25.	AGENCY RECOMMENDATIOn of each -[x]CALENDAR A.[x]Destroy immediate B.[]Hold in current 2 []Destroy 2 []Hold in current	ONS. This agency recommends that the file series be cut off at to R YEAR -[]FISCAL YEAR -[]OTHER tely after cut off. rent files areamonth(s)/year(s), then: stroy. []Transfer to records center; holdyear(s), then:	,the	n:
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25.	AGENCY RECOMMENDATIOn of each -[ACALENDAR A.[ADestroy immediate B.[]Hold in current 1 []Destroy 1 []Destroy 1 []Destroy 2 [] 3 []Destroy immediate 2 []Destroy immediate 2 []Destroy immediate 2 []Destroy 1 []Destroy 2 []De	ONS. This agency recommends that the file series be cut off at the RYEAR -[]FISCAL YEAR -[]OTHER tely after cut off. rent files area month(s)/ year(s), then: stroy. []Transfer to records center; hold year(s), then: a []Destroy. b []Transfer historical material to Archives; destroy remainder. stroy after audit (or year(s) after audit). files area indefinitely. rent files area year(s), then transfer to Archives permanents are a grationale for recommendations above/or write additional remarks in is authorized.	,the	n:
	AGENCY RECOMMENDATIOn of each -[ACALENDAR A.[ADestroy immediate B.[]Hold in current 1 []Destroy 2 [] 3 []Destroy immediate 2 [] C.[]Hold in current D.[]Hold in current E.[]Other (Indicate briefly Earlier Destruction	ONS. This agency recommends that the file series be cut off at the RYEAR -[]FISCAL YEAR -[]OTHER tely after cut off. rent files areamonth(s)/year(s), then: stroy. []Transfer to records center; holdyear(s), then: a []Destroy. b []Transfer historical material to Archives; destroy remainder. stroy after audit (oryear(s) after audit). files area indefinitely. rent files areayear(s), then transfer to Archives permanent files areayear(s), then transfer to Archives permanent files areayear(s). ATTACH SAMPLES OF THE SERIES WHEN PASSIBLE)	ently	n:
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26. Re	AGENCY RECOMMENDATIOn of each -[ACALENDAR A.[ADestroy immediate B.[]Hold in current 1 []Destroy 1 []Destroy 2 [] C.[]Hold in current D.[]Hold in current E.[]Other (Indicate briefly Earlier Destruction [Accommendations]	ONS. This agency recommends that the file series be cut off at the RYEAR -[]FISCAL YEAR -[]OTHER tely after cut off. rent files area month(s)/ year(s), then: stroy. []Transfer to records center; hold year(s), then: a []Destroy. b []Transfer historical material to Archives; destroy remainder. stroy after audit (or year(s) after audit). files area indefinitely. rent files area year(s), then transfer to Archives permanent of the same and is authorized. ATTACH SAMPLES OF THE SERIES WHEN Destine and management of the same and the	ently Solution Date Date	n: -/4.72 G-72